



## Providing Remote Simultaneous Interpretation

The Minnesota Judicial Branch uses several tools to provide remote, consecutive interpretation in remote court hearings: WebEx, Cisco VMR, Zoom, ITV, and the telephone. Of these, only Zoom is also capable of accommodating simultaneous interpretation. Zoom provides separate audio channels for the interpreter and the non-English speaker to communicate. The interpreter toggles between one channel to speak with those in the remote courtroom and another to interpret and speak with the non-English speaker. While in that channel, interpreters can hear the remote courtroom audio.

Follow these instructions to provide simultaneous interpretation in a remote hearing.



In order to provide simultaneous interpretation in Zoom, you *must* join through a web browser on a computer or smart phone. You can't join by audio only.

### Join the hearing

Locate the joining instructions in the IMRA work request's High Priority Comment field

1. Click the High Priority Comment indicator to jump to the work request details page.
2. Locate the link to join the hearing in the Comments.
3. Locate the meeting ID and password in the Comments.

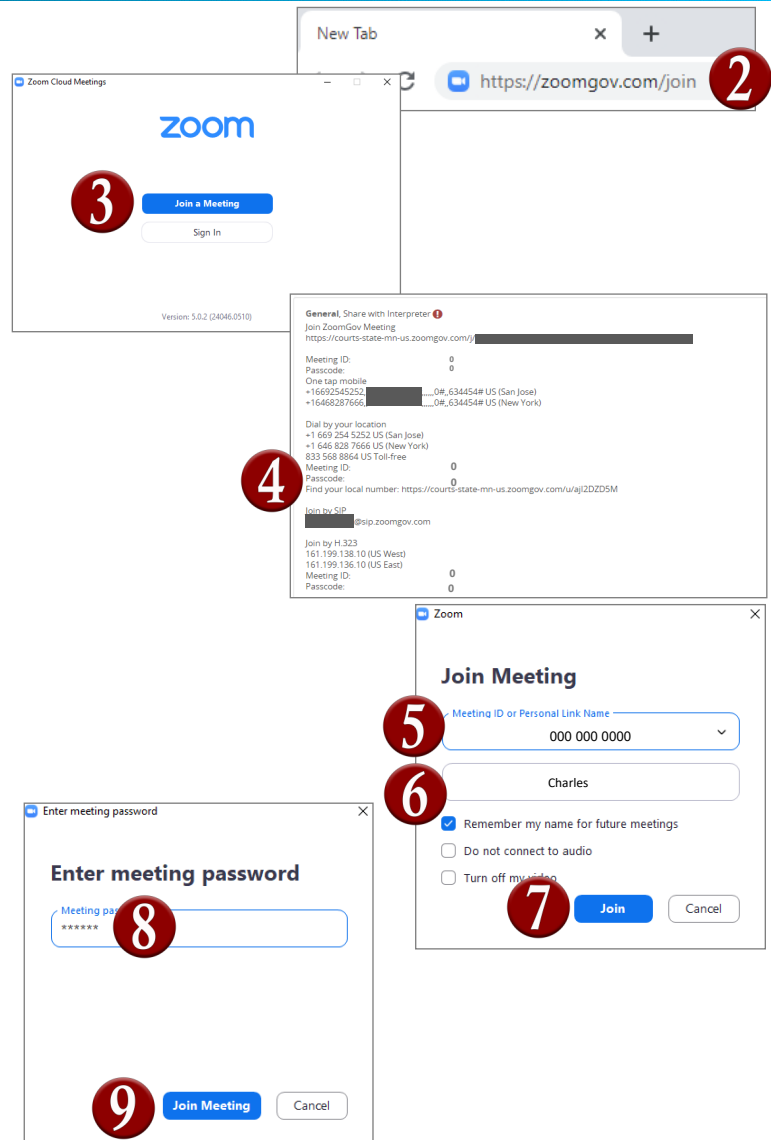




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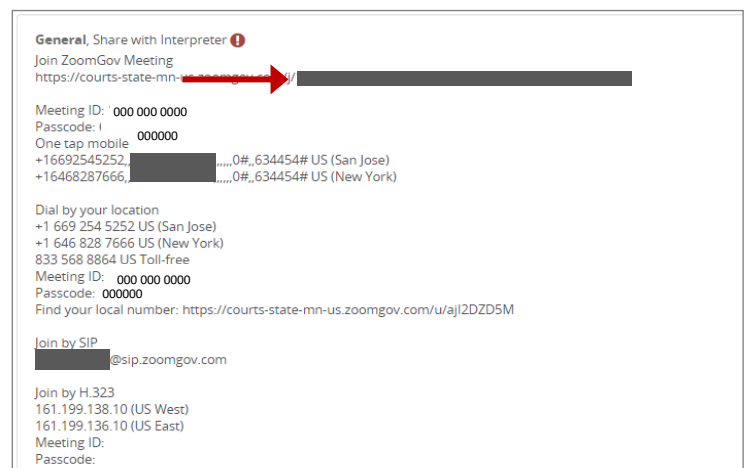
### Join with meeting ID and password

1. Install the Zoom Client for Meetings app from [zoom.us/download](https://zoom.us/download). If you don't do this before the hearing, Zoom will ask you to as you join, which may make you late.
2. Paste <https://zoomgov.com/join> in your browser's address bar.
3. Click **Join a Meeting**.
4. Locate the **Meeting ID** and **Password** in the Comments of the IRMA work request.
5. Type the meeting ID from the hearing notice.
6. Type your name and "Interpreter."
7. Click **Join**.
8. Type the meeting password or passcode from the hearing invitation.
9. Click **Join Meeting**.



### Join with meeting link

Click the link, or type it into your web browser's address bar.



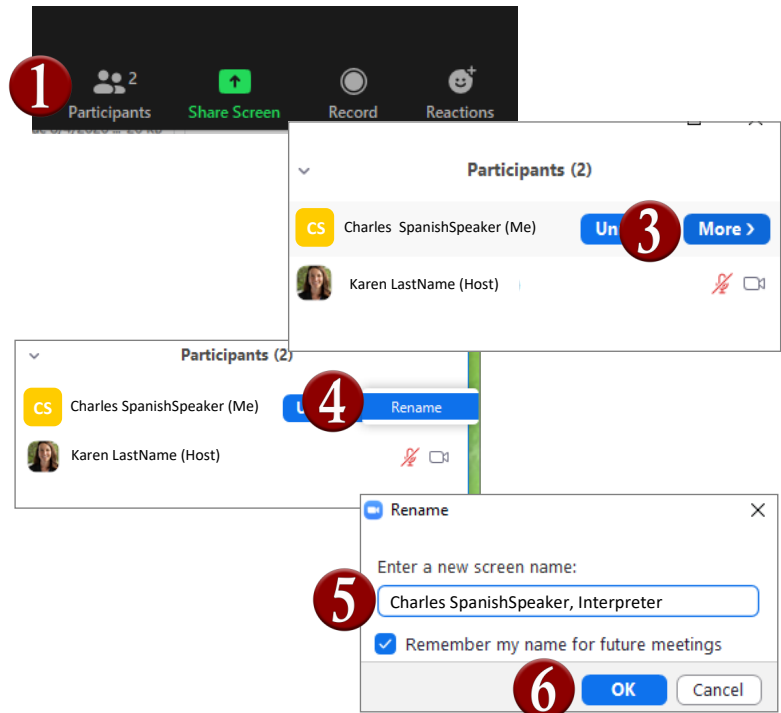


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### Identify yourself as an interpreter

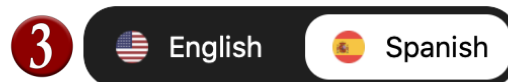
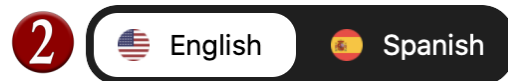
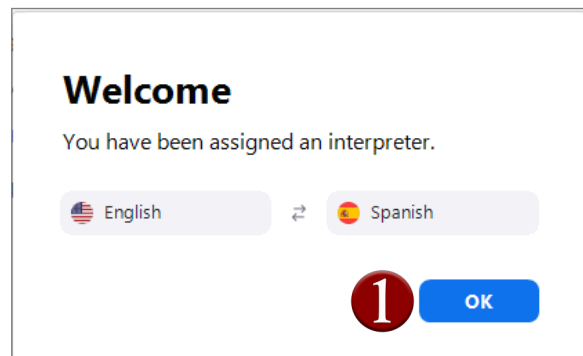
If you didn't add "interpreter" to your name when signing in, do it once you're in the hearing.

1. Click **Participants**.
2. Click your name.
3. Click **More**.
4. Click **Rename**.
5. Add "Interpreter" after your name.
6. Click **OK**.



### Provide simultaneous interpretation

1. Watch for the message that lets you know you've been assigned as an interpreter in the hearing. Click **OK**.
2. Click **English** to speak with the Court.
3. Select the target language channel to speak with the person for whom you're interpreting. The court may ask you to use the Spanish channel if the target language isn't available as a channel option.



**i** The language channels don't operate in Zoom breakout rooms. If you are providing interpretation between an attorney and client in a breakout room, please use consecutive interpretation instead. When you leave the breakout room, you can again switch between language channels to communicate with the court and the non-English speaker.